

## **Vacancy Announcement**

### **Program Coordinator Democracy and Participation (1 position, Thai national)**

The Heinrich Böll Stiftung Southeast Asia Regional Office in Bangkok (hbs) <https://th.boell.org/> is currently seeking a **Program Coordinator** for our component of “Democracy and Participation” starting at the earliest date possible.

hbs is the German Green Political Foundation which is affiliated to the "Alliance '90/The Greens" political party represented in German Federal Parliament, our Head Office is in Berlin with 38 international offices operating worldwide. By becoming part of our team, you can join a strong network and engage in a fruitful exchange of expertise in an innovative and progressive organization.

Within our Regional Democracy and Participation Program, we are aiming to promote sustainable, inclusive and gender-democratic development paradigms. The Program Coordinator will plan and administer projects about inclusive participation, gender democracy, and civic space across Southeast Asia. The Program Coordinator will work closely with the director and hbs partners throughout the region, as well as relevant stakeholders at national, regional and international levels.

#### **Main responsibilities:**

- Planning, steering, managing and monitoring of overall activities for the regional, Southeast Asia-wide Democracy and Participation projects, including consultations with partner organizations during project implementation
- Facilitate national and international networking and exposure for project staff in partner institutions or its allies and identify related needs as well as potentials
- Project Cycle Management (budget planning and control, activity sheets, reports, evaluation etc.)
- Establishing and maintaining adequate documentation and filing system
- Providing information and producing public relation material relevant for hbs projects in the component Democracy and Participation
- Continuously observe the articulation of new policies developed in state institutions and the response, positioning or formulation of alternatives from civil society perspective and related lobby and advocacy work, newly emerging networks, alliances and their politics in the Southeast Asia region
- Facilitating of conferences, seminars and roundtable talks for the regional, Southeast Asia-wide Democracy and Participation component, including follow-ups
- Integrate gender dimension into the Democracy and Participation program

#### **Requirements:**

- Graduate degree in any field (e.g. Social or Political Science, International Relations, Gender Studies, etc.) relevant to the work described above and specialized experience in a related area (practical and/or research)
- Thai citizenship
- Excellent written and spoken English, German proficiency is an asset
- Proven ability to think strategically, use own initiative and act responsibly, combined with intercultural sensitivity (international team)
- Interest in regional and international exchange, regional Southeast Asia expertise is an asset
- Work experience with an international employer is a strong asset

- Excellent presentation and networking skills, facilitation skills are an asset
- Strong organizational skills and reliability in time management, schedule organization, and resource management, readiness to follow hbs administrative standards and procedures
- Skilled in Project Cycle Management, Monitoring & Evaluation and readiness to familiarize with hbs planning and monitoring methods
- Identification with hbs' values and objectives <https://www.boell.de/en/about-us>
- Strong gender competence and familiarity with feminist discourses
- Standard computer literacy: Word, Excel, Power Point, Internet, social media skills are an asset
- Availability and flexibility for regional travel

**Contract Information:**

The first contract is offered until the end of 2023 with the possibility of extension. Duty station is Bangkok. Only Thai nationals can apply. hbs is an equal opportunity employer. We encourage young women, minorities, LGBTQ+ and people with different abilities to apply.

hbs is committed to creating and maintaining a working environment that is based on respect for human beings, regardless of their age, origin, class, cultural or gender identity, sexual orientation or political opinion – both at its headquarters and international offices. As part of this commitment, hbs does not tolerate sexual exploitation, abuse, harassment, or sexualized violence of any kind.

**Application Instructions:**

Please send your application consisting of a **letter of motivation and a CV as one pdf named "Application\_FIRSTNAME\_LASTNAME"** to: [info@th.boell.org](mailto:info@th.boell.org) until **April 30<sup>th</sup> 2023**.

*Please note that only shortlisted candidates will be contacted. We are looking forward to your application.*